



**2018-2019**  
***Parent-Student Handbook***

Thank you for choosing St. Mark's Catholic School to assist you in developing your children's intellectual, spiritual and physical growth. St. Mark's Catholic School is fully accredited Catholic school through the Western Catholic Education Association (WCEA).

***St. Mark's Catholic School Vision***

St Mark's Catholic School is dedicated to educating student disciples in body, mind and spirit, through the collaboration of families, community and the Church.

***Our Mission***

St. Mark's Catholic School is a ministry of St. Mark's Catholic Community that fosters academic excellence, rooted in the Catholic faith, and Christian values.

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## **Faculty and Staff**

Rosa Mari Arrubarrena .....	Spanish (K-5)
Stephanie Baker .....	3 <sup>rd</sup> Grade
Wendy Behrend.....	Middle School Teacher (7 <sup>th</sup> Homeroom)
Annette Bernstein.....	2 <sup>nd</sup> Grade
Jennifer Boehm .....	Counselor
Anne Boesiger.....	3 <sup>rd</sup> Grade
Melissa Brady .....	5 <sup>th</sup> Grade
Kathleen Brinegar.....	Administrative Assistant
Gary Burnham .....	Maintenance
Jean Carlson.....	Instructional Aide
Lisa Cooper .....	Music
Matthew Dilsaver.....	Kitchen Aide
Amaia Enrico.....	Middle School Teacher (8 <sup>th</sup> Homeroom)
Kristin Godfrey .....	Instructional Aide
Donna Gordon.....	Principal
Amy Jankowski .....	1 <sup>st</sup> Grade
Melissa Janquart-Mathis .....	Instructional Aide (Preschool)
Susan Jensen.....	Kindergarten
Kristine Jones.....	Instructional Aide (4 <sup>th</sup> - 8 <sup>th</sup> )
Michelle Judy .....	Middle School Teacher (6 <sup>th</sup> Homeroom)
Tiffany Lee.....	Kindergarten Aide
Joe Lipetzky.....	School Psychologist
Linda Miller.....	Nurse
Sherry Placido .....	Nurse Assistant
Ann Marie Ricks .....	Preschool Director
Bobbi Rivas.....	Office Aide/Lunchroom
Allen Rossi .....	Kitchen Manager
Heather Russell .....	4 <sup>th</sup> Grade
Dorothy Sammartino .....	Librarian, Computer Specialist
Daniel Schaffeld .....	PE/Health
Nicole Schuette .....	Middle School Teacher (6 <sup>th</sup> Homeroom)
Carole Sheridan .....	Reading Specialist
Phil Sprague .....	Bus Driver
Teri Souza.....	Middle School Teacher (8 <sup>th</sup> Homeroom)
Katie Stroschein .....	Middle School Spanish
Shannon Throm.....	Instructional Aide
Rena VanPaepeghem .....	Administrative Assistant
Andrew Williams.....	Maintenance
Alissa Wolbach.....	Middle School Teacher (7 <sup>th</sup> Homeroom)

# **SCHOOL SUPPORT SYSTEMS**

## **St. Mark's Catholic Community Church**

**Pastor:** Father Benjamin Uhlenkott

**Parochial Vicar:** Father Reginald Nwauzor

**Director of Parish Operations:** Richard Kulleck

## **School Administration**

**Principal:** Donna Gordon

**Administrative Assistants:** Kathleen Brinegar, Rena VanPaepeghem

## **School Advisory Board**

St. Mark's Catholic School Board acts in a consultative capacity to St. Mark's Pastor and the principal. Parents, faculty, administration and the community work together to provide advice and guidance regarding school policies in accordance with our mission and the policies of the Diocese of Boise.

Board meetings are held on the second Monday of each month at 5:30 in the middle school building. Meetings are open to all parents, parishioners, faculty and individuals interested in the school. By-Laws and current minutes are available in the office and on the school's website.

President	Steve Green
Vice President	Carmen Achabal
Secretary	Derek Janzen
Voting Member	Jeanette Jackson
Voting Member	Dick Richardson
Voting Member	Kathy Cannon
Voting Member	Cheryl Hutchinson

## **Home and School Association (HSA)**

The mission of St. Mark's Home and School Association is to promote the education and welfare of the children and youth at home, school, church, and in the community; to bring the home and school into a closer partnership so that parents and teachers may cooperate effectively in the training of the child; to promote a spirit of mutual helpfulness within the school community; and to promote and advance spiritual and educational interests.

All St. Mark's parents are automatically members of HSA and are encouraged to attend meetings and activities. Meetings are held the second Monday of each month at 7:00 pm in the elementary building.

President	Brenda Bauges
President-Elect	Amy Whelan
Secretary	Francesca Steiner
Treasurer	Jodi Caudle
2018 Auction Chairs	Nicole and Joe Egbert
2019 Auction Chairs	TBD

Principal	Donna Gordon
School Board Liaison	Andrea Dunlap
Foundation Liaison	Jennifer Boehm
Teacher Liaison	Annette Bernstein, Alissa Wolbach
Members at Large	Brooke Smith, Laura Anderson, Audrey Weiss and Jessica DiRocco

### ***St. Mark's Education Foundation***

The St. Mark's School Foundation is in place to ensure that quality, affordable Catholic education is available to this and future generations. The foundation meets quarterly.

President	Peter Vaughn
Vice President	Joe Czarnecki
Secretary	Chris Dunlap
Treasurer	Steven Bibbens
Voting Members	Greg Daggett and Jason Smith

### ***Support Personnel***

**Counselor** - St. Mark's has a school counselor at the school three days per week. The counselor works with all classrooms as well as individual students. Sessions on development of positive social and interpersonal skills are presented to students on a weekly basis. The counselor also serves on the Child First Team.

**Child First Team** - The Child First Team is a multi-disciplinary team whose purpose is to identify and meet the needs of students in the St. Mark's School community who may require assistance in learning in addition to what is provided by the teacher and aide in the classroom. When a student is identified as possibly needing extra assistance, a referral is made to the Child First Team. During the initial meeting the apparent needs are discussed and decisions are made regarding possible evaluations to identify student strengths and areas of need, and current levels of performance. The Child First then meets again to review the results of the evaluations and to develop a plan of action to assist the student.

The Child First Team is comprised of the following members: the principal, the school psychologist, the school counselor, the reading specialist, lead teachers from grades K-2, 3-5 and 6-8, and the classroom teacher of the student referred. Parents/guardians of the student referred are invited to participate in the Child First Team meetings regarding their child.

**Psychologist** – St. Mark's had a school psychologist at school two half days per week. The psychologist works with classroom teachers as well as individual students. The psychologist serves on the Child First Team. As part of this team, the school psychologist may administer achievement or intellectual assessment of students.

**Resource Officer** - The Boise Police Department assigns a Neighborhood Contact Officer to St. Mark's School on an on-call basis. The program seeks to educate our youth about the role of law enforcement, protect our youth via educational programs, and prevent crime and delinquent behavior.

**School Nurse** - St. Alphonsus School Health Program provides St. Mark's Catholic School with a registered nurse or a nursing assistant each Tuesday and Thursday. Parents should notify the nurse of any new or existing medical conditions that may apply to your child. You may contact the nurse at the school office. A health history form with medical permission is required by the nurse for each student. This form is included in the Registration Packet.

## **DAILY SCHEDULE**

### **School Hours and Schedules**

7:30	Student supervision is available
7:45-3:30	School Office Hours
8:00	First Bell – Students enter the buildings
8:05	Tardy Bell Rings
3:00	Dismissal
3:15	Student supervision ends
3:15	Students not picked up will be signed into Homework Club

### **Friday Late Start Schedule (teacher collaboration time from 7:30-8:30)**

7:30	Student supervision is available
7:45-3:30	School Office Hours
8:30	First Bell – Students enter the buildings
8:35	Tardy Bell Rings
3:00	Dismissal
3:15	Student supervision ends
3:15	Students not picked up will be signed into Homework Club

### **Important Reminders:**

Students **may not** be dropped off before 7:30 am.

Please plan on dropping off your child before 8:00 am.

Please plan on picking your child up promptly at dismissal.

Supervision of the dismissal of students will take place until 3:15 p.m. After 3:15 students will be signed into Homework Club.

### **Lunch Room and Lunch Recess Times:**

11:00-11:40	Kindergarten – 2 <sup>nd</sup> Grade - 20 min. recess followed by lunch
11:20-12:00	Grades 3-5 - 20 min. recess followed by lunch
12:00-12:40	Grades 6-8 – 20 min. lunch followed by recess

## **HOMEWORK CLUB**

St. Mark's Catholic School offers an extended day program called Homework Club. The program runs from 3:15 to 5:30 each day and costs \$5.00 per hour/per child. Fees apply beginning at 3:30 p.m.

## **SCHOOL LUNCH**

A nutritious hot lunch is provided each full day of school on a pre-pay basis. Please deposit lunch and milk money online at EzSchoolApps.com or with the school office. No money will be accepted for lunch in the lunch line.

Lunches are \$2.75 per day for both students and adults (subject to change). Students bringing cold lunch may purchase milk for 20¢ on a daily basis or have money in their online account and the cost of milk will be deducted from that account.

The lunch menu for each month is available on the school's website [www.stmarksboise.com](http://www.stmarksboise.com).

## **STUDENT, PARENT, STAFF EXPECTATIONS**

### **School-Wide Learning Expectations (SLEs)**

A St. Mark's Student is one who grows:

#### **Spiritually**

- Demonstrates a competent understanding of the Catholic faith that guides everyday action and the formation of conscience for moral decision making
- Develops a personal relationship with God through prayer and scripture
- Serves others with a joyful heart – including social justice issues of the Church
- Accepts gifts from God joyfully and returns them in abundance to the Lord

#### **Academically**

- Challenges self to produce quality work in order to realize their full potential
- Develops a strong work ethic and spirit of perseverance
- Exhibits a joy for learning, a positive attitude and is intrinsically motivated
- Develops a sense of personal responsibility for self - manages time, materials, etc. effectively
- Engages in self-assessment and reflection in order to establish goals and determine progress toward them

#### **Socially**

- Recognizes that Christ is in everyone, and exhibits a Christ-like behavior towards others
- Possesses positive conflict resolution skills based upon Christ's example
- Respects the differences in others
- Develops an empathy toward the needs of others

#### **Physically**

- Respects the body as a "Temple of the Holy Spirit"
- Identifies and values all aspects of wellness related to a balance of physical, mental and emotional health
- Acknowledge the physical gifts and talents of others regardless of their ability

## **Creatively**

- Appreciates and encourages different forms of creativity
- Demonstrates resourcefulness and adaptability when confronted with a challenge

## **Servant Leadership**

- Believes and demonstrates that their life makes a positive difference in life of others
- Demonstrates common courtesy through hospitality, manners and etiquette
- Understands their role in community while utilizing the Corporal and Spiritual Works of Mercy

## ***Student Responsibility Agreement***

Students of St. Mark's Catholic School recognize their responsibilities for the education they receive.

### **RESPECT THE DIGNITY OF THE HUMAN PERSON**

- speak and act kindly toward others - be friendly and polite
- include others in your activities - encourage their participation
- respect the differences of others
- talk out problems - forgive others
- appreciate yourself - and God's gifts to you
- pay attention to the opinions of others
- utilize technology in appropriate and positive manner

### ***RESPONSIBILITY***

- arrive to school on time
- follow school rules and expectations as per school handbook
- take personal responsibility/accept consequences for your actions
- complete your work on time
- cooperate with the requests of those in authority
- refuse to watch or join in bullying
- report bullying to an adult
- Comply with school expectations for dress and personal grooming or appearance

### **SERVICE**

- willingly help others when they need assistance
- perform community service

### **HONESTY**

- tell the truth
- do your own work
- admit and correct mistakes
- keep your promises
- take proper care of others' property

### **DIGNITY OF WORK**

- your school work is important - always do your best and display a positive attitude
- be prepared with your materials
- complete and turn in your work as assigned
- do your share of the work
- celebrate your best effort and take pride in knowing you are using your abilities as God desires

### **CHARITY**

- act as a peacemaker in and out of the classroom
- show mercy in both easy and difficult situations
- take the information about the Gospel and joyfully put into practice in your life

## ***Parent Responsibility Agreement***

Each parent is responsible for meeting the following expectations:

## **Spiritual**

- For registered St. Mark's parishioners, participate actively in the life of the parish (this includes regular attendance at Sunday Mass and involvement in parish/school programs and ministries)
- Have a completed Stewardship Commitment card on file with the parish
- Work resolutely in fulfilling annual commitment to the parish
- Support the spiritual growth of your child
- Prepare your child for the reception of the sacraments
- Assist with community service projects when possible

## **Educational**

- Have my child at school on time
- Support the educational goals of St. Mark's School
- Expect your child to put forth his/her best effort and to be ready to learn
- Work with your child as necessary on homework, etc.
- Celebrate your child's learning - take time to recognize and appreciate all that your child learns
- Be knowledgeable and support the school's policies and classroom expectations regarding student behavior
- Communicate to your child the importance of the principles established in the Student Learning Expectations for St. Mark's School
- Practice discretion - if you have questions regarding action taken by a teacher or administrator, please get the facts and follow established procedures for resolution of concerns before reacting to the situation
- If an action plan is to be developed with a student, submit your ideas promptly to the teacher or administrator
- Follow up with recommendations or disciplinary action regarding your child
- Support the decisions made by those in authority - look for common ground in what is best for your child
- Celebrate the positive behavior of your child that reflects their sincere and conscientious effort to make a safe, productive, and fun learning environment at St. Mark's School
- Volunteer your time and talent if you can be of assistance to the school
- Attend the Creating a Safe Environment Workshop

## **Financial**

- Make your best effort to support your child's education via the Tuition Commitment Agreement
- For registered St. Mark's parishioners, contribute to St. Mark's Parish in some recognizable way via the Sunday collections and work towards principles of biblical tithing as outlined in the Parish Family Agreement
- Support the efforts of the St. Mark's School Board, the St. Mark's Home and School Association, and the St. Mark's School Foundation

## ***Teacher/Staff Expectations***

- Teach and model Catholic principles and values
- Model professional behavior that is characterized by the principles that are also expected from students
- Be knowledgeable about the school's policies and rules for conduct

- Follow the curriculum prescribed by St. Mark's School
- Present content in a manner meaningful to students at an appropriate level of difficulty
- Develop a discipline plan that successfully promotes student learning
- Teach and have students practice the routines that you want them to follow
- Communicate clearly with students, parents, and administration
- Notify parents in a timely manner with concerns about student behavior
- Report student progress in a timely manner
- Provide instruction that is closely aligned with the educational needs of each learner
- Work in a constructive and open-minded manner when working with students and parents

## ***ENTRANCE REQUIREMENTS/POLICIES***

The principal will carefully screen all registrations before admission into St. Mark's Catholic School is approved.

### **Age**

Kindergarten students must be five years of age on or before September 1<sup>st</sup> of the year of enrollment. First graders must be six years old on or before September 1<sup>st</sup> of the year of enrollment.

### **Documents**

At the time of registration, the following must be presented:

- Baptismal certificate or facsimile copy
- Certified copy of birth certificate
- Enrollment health information with up-to-date and physician-verified immunization record
- Copy of school records from previously attended school, if any (report cards, attendance records, and behavior records)

### **Priority**

Admittance to St. Mark's School will be based upon the following prioritization:

- Students currently enrolled (from a prior year)
- Students who have a brother/sister currently at St. Mark's School
- New enrollee to St. Mark's School who are Active Enrolled Parishioners.
- New enrollee to St. Mark's School who are Non-active or Non-parishioners

### **Application Procedure**

Parents who wish to enroll a child must complete an Application for Enrollment form and submit a **\$50 non-refundable fee**. The application does not guarantee enrollment, but does place the child's name on a list for consideration for admission. Applications may be picked up from the front office or found on the school's website.

# **TUITION AND FEES**

The 2018-2019 tuition schedule and fee schedule can be found on our school website at [www.stmarksboise.com](http://www.stmarksboise.com).

Tuition is payable annually, semi-annually, or monthly. Monthly payments for 9 (preschool only), 10, or 12 month installments are to be made utilizing electronic funds transfer which takes place on the 5<sup>th</sup> of each month or the 20<sup>th</sup> of each month.

## **Tuition Assistance**

Tuition assistance is available to all enrolled students with priority given to St. Mark's Catholic Church parishioners. Financial aid is awarded based primarily upon financial need and the availability of school funds. Financial awards are determined by the Financial Aid Committee appointed by the pastor. Applications for financial assistance may be obtained at the front office.

## **Collection Policy**

In order for St. Mark's School to meet its spiritual and educational objectives, it is imperative that each family meets the financial commitment they have made regarding their tuition. While it is the desire of the parish/school to make an education possible for each student regardless of economic status, it is essential that each family provide financial support to the school to the best of their ability. Tuition commitments established by a parent are considered to be a legally binding obligation that can only be dispensed by authority of the St. Mark's School Administration. In order for the School Administration to be in a position to properly monitor the budgetary requirements of the school, it is necessary for the following collection policy.

- Please contact the school office if there is a problem in making your tuition payment by the agreed upon date.
- Accounts that are 30 days delinquent will be contacted by the school office requesting immediate payment.
- Any account that falls 60 days delinquent will receive written notification requesting that the account be brought current. In case of hardship, a written alternative plan for payment must be submitted to the school office within 10 days of notification. This plan should be addressed to the Principal of St. Mark's Catholic School. The alternative plan should include a written statement outlining the extenuating circumstances resulting in the delinquencies. Acceptance of said plan will be determined by the principal and the Director of Parish Operations.
- Accounts that are more than 90 days delinquent will receive a second written notification requesting that the account be brought current. A phone call from the principal requesting a written plan (explained above) for payment will be made. If the account is not brought current and/or a written plan is not submitted and approved, the account will be turned over to the Director of Parish Operations for further action. This will apply to all delinquent accounts that have not submitted, and had approved, an alternate plan for payment of tuition.

- There will be a \$25 late payment charge assessed for delinquent accounts unless written notification has been given to the school office. This charge also applies for returned checks.
- If a family account remains delinquent at the end of the school year, the family's student(s) will not be re-admitted to St. Mark's School until the account is cleared or suitable arrangements made for the clearance of the account. Registration packets will not be distributed to families with accounts more than 60 days delinquent. Student files/records will not be released until all tuition accounts have been paid in full and/or acceptable arrangements made for payment.

## **VOLUNTEER HOURS**

Volunteers provide a very valuable service to many educational efforts each day at St. Mark's Catholic School. Each family is required to give a minimum of 24 hours per school year, 18 of which to help with various tasks as identified by the principal and staff, and six of which to contribute to the success of our annual dinner auction.

All volunteers are asked to log their hours in the Volunteer Log Book located at the school office. The possibilities for volunteer hours are limited only by your gifts and willingness to share them. Many are listed in the Registration Packet (see the Volunteer Service Hour Commitment Form).

If a family does not complete the required 24 hours, a financial contribution of \$20 per hour is required. A financial contribution does not replace or reduce tuition.

In order to volunteer at the school **ALL VOLUNTEERS MUST HAVE COMPLETED THE SAFE ENVIRONMENT WORKSHOP (SEW) AND HAVE AN APPROVED BACKGROUND CHECK THROUGH THE DIOCESAN OFFICE.**

THE COST OF A DIOCESAN BACKGROUND CHECK ranges between \$13.00 and \$85.00 depending on several factors including the number of states in which an applicant has lived.

Once the Safe Environment Workshop has been completed in person, an annual on-line renewal process is required by the Diocese of Boise. Please visit <http://boise.CMGconnect.org> to complete the renewal course.

## **ATTENDANCE**

### **General Policy**

All students are required to arrive at school on time and to attend school daily. Students must be in attendance at least 90% of the total number of school days or he/she may be denied promotion to the next grade. Absences in excess of the maximum number allowed should be accompanied by a note from a physician.

### **Tardiness**

Punctual arrival at school is important. Students shall be considered tardy if they are not in their classroom prior to the starting time. If a child will be late, please contact the office via telephone or

email. Students who are tardy are expected to sign in at the office prior to heading in to their classroom. Failure to check in at the office will be marked absent for the day. Students in grades 6, 7 and 8 will serve a lunch detention after accumulating 3 unexcused tardies. Repeated unexcused tardies in all grades will result in appropriate action by the administration.

In the case of significant unforeseeable events (i.e. inclement weather or road delays) that prevent the timely arrival of a student, that occurrence shall not be considered in the above consequences.

### **Absences and Illness**

Students are expected to attend each day of school when it is in session, unless their attendance is prevented by an illness. In the event that a child is ill, the following shall occur:

- Parents should either call or e-mail the school office by 8:30 a.m. to notify us of their child's absence.
- The school will contact any parent who has not notified the school of their child's absence prior to 9:00 a.m.
- The teacher will provide the student or parent with makeup work following their arrival back to school. Time allowed for making up work missed during an absence is one day more than the number of days the student has been absent. Unless otherwise agreed upon with the teacher, work or tests not completed within the allowed time will be recorded as a failing grade. Ultimate responsibility for any work missed during an illness will rest with the student.

Permission is granted most reluctantly to allow for any absences for a day, or part of a day for weekend trips, social affairs, etc. Parents are asked not to seek permission to have children excused early at the beginning of holidays and vacations. Homework for those students out of town will be available after the student returns. In such a non-emergency situation, it will be the sole responsibility of the student to see that their work is completed and returned. Notification to parents of any concern regarding a student's lack of academic or social/emotional development as a result of prolonged or repeated absence shall occur via a conference or written communication. Should the number of absences have such a profound effect on the student's academic or social/emotional abilities that promotion to the next grade is in doubt, the school's retention policy will come into effect.

### **Medical/Dental Appointments**

Medical/dental appointments should, whenever possible, be made outside the school day. When an appointment can be made at no other time, requests for school absence will be honored. Please provide advanced notice of the appointment to the school office either by telephone call, e-mail, or written note. The student will be released from class only after the parent/ guardian arrives at St. Mark's School. If someone other than the parent/guardian is picking up a student, the school office must receive a phone call or email from the parent/guardian allowing the person to take the student from school. Parents/guardians must report to the school office when picking up or returning their child for such appointments. A sign in/out sheet must be signed by the parent/guardian.

### **Arrival/Dismissal Policy**

The proper safety and supervision of your child before and after school are of paramount interest to all of us. To properly ensure your child is well cared for before and after school, your cooperation in adhering to the following guidelines is appreciated.

- Students should cross to the school's front parking lot by walking in the marked crosswalk area. Please note the NO PARKING area designated next to the parking island in the school's parking lot. This area is set aside to allow for the safe drop off and pick up of students.
- **Please do not ask students to jaywalk across Northview Street.** The volume of traffic has made this a real safety concern. Never ask students to cross in the middle of the block. Students are expected to follow proper safety rules at all times. Parking for drop off and pick up is not allowed across Northview at River City Church.
- Arrival.
  - Drop students off by using the School's front parking lot. Students are to assemble in the playground area on the south side of school.
  - All students should enter through the metal gate on the north side of the middle school building and should go straight to the playground.
- Dismissal.
  - Games and sports equipment are not to be used after school in the front of the building. Parents: your re-emphasis of this expectation will be appreciated.
- Please do not use cell phones in the parking lot during pick up/drop off of students.
- Please do not leave cars unattended in the pickup area at the end of the school day. If you need to enter the building, please park your car in the main lot before entering the building.

## **COMMUNICATION AND CONFERENCES**

### **Messages**

Telephone messages to students during school hours are strongly discouraged. Only messages of vital importance will be relayed to students during school hours since it is impossible to deliver messages without disrupting classes. If through urgent necessity a parent comes personally to school to deliver a message or bring something to a student, the parent must come to the school office. Under NO circumstances is the parent to go directly to the student's classroom. Students are permitted to use the telephone in the office only in cases of extreme need and then only with permission from the teacher. Please refrain from texting your child during school hours as they are not allowed to use their phone during the school day.

### **Deliveries**

Deliveries of non-school related items will not be made until the close of the school day or between periods so that class is not disturbed. Arrangements for after-school social activities and transportation should be taken care of at home.

### **Weekly Newsletter**

A newsletter entitled "**Friday Facts**" is emailed from the school office at the end of each week. Please watch for and read the newsletter to keep up-to-date on the school calendar and other important items. This information is also available on the school's website. If a hard copy of Friday Facts is preferred, please contact the office to make this request.

## **NOTIFY by Rediker**

St. Mark's School makes use of the phone/email/text application NOTIFY that provides us the capability to contact all families virtually immediately. NOTIFY is used to provide reminders or other timely notifications. It can also be used in the event of an emergency.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled after the first quarter of the school year and upon request. Fall conferences are scheduled by parents on PTCfast.com.

# **CURRICULUM AND INSTRUCTION**

## **Curriculum**

St. Mark's Catholic School is fully accredited by the Western Catholic Education Association (WCEA). St. Mark's Catholic School curriculum for each grade level is designed to meet or exceed the Idaho Common Core State Standards. The areas of academic concentration are religion, reading, language arts, mathematics, science, and social studies. All students receive additional instruction in the special areas of Spanish, art, music, health and physical education. Technology is integrated throughout the curriculum and students are provided instruction in computer literacy skills.

## **Religion/Community Service**

St. Mark's Catholic School exists because of our commitment to a Christ-centered education. The religious program includes the aspects of Prayer, Faith, Liturgical Life, Moral Growth, and Social Responsibilities. Students receive daily religious instruction in addition to preparation for and participation in student liturgies each Wednesday.

As part of each student's religion class, an experience in community service will be expected from each student during each quarter, semester, or school year. Community service projects, which involve assistance to others, will be arranged on both a classroom and an individual basis. Parents are actively encouraged to join in any community service project. Information about specific community service expectations for each grade level will be made available by each classroom teacher.

## **Mass Attendance**

The student body of St. Mark's Catholic School attends Mass every Wednesday at 8:30 a.m., and on Holy Days of Obligation that fall on a regular school day. Parents are asked to please have their child to school no later than 7:55 a.m. on Wednesdays. Students at all grade levels will enter the building with the first bell so that attendance can be taken and classes can prepare to walk over to Church. **All students must be dropped off at school and not taken directly to the Church on Wednesdays.** This helps us to make sure we have an accurate attendance count. If your child arrives at school after 8:10, your child will be marked tardy. If they arrive at school after their class has left for Mass, please check them in at the office and then deliver them to the Church. Parents are encouraged to attend student Masses.

## **Music**

Music in the classroom is offered twice weekly to students in kindergarten through fifth grades. Choir and Orchestra are offered for interested students in fifth through eighth grades.

The goal of the school music program is to teach all students the basic fundamentals of music for their knowledge and understanding of, appreciation for, and participation in music. The curriculum begins on a very primary level for kindergarten and increases in difficulty as the grades progress. It includes elements of note reading and time values, rhythms, signs and symbol recognition, physical movement to music, following a director and program production.

Students are invited to participate in parish liturgies several times each year by singing in the Mass Choir. Mass Choir practices are held Friday morning from 8:00 a.m. to 8:30 a.m. In addition, one class will join the Mass Choir each week

## **Health**

Health instruction takes place at all grade levels. The curriculum for grades 6- 8 focuses on teen health issues such as: decision-making skills; wellness as related to health and appearance; nutrition; body systems; tobacco, drugs and alcohol and their effects on health; communicable and non-communicable diseases; and environmental health issues. Students in 5<sup>th</sup> and 7<sup>th</sup> grades are checked for correct posture and scoliosis by our school nurses. Instruction on personal safety issues also occurs at all grade levels. Dental care, hand washing and personal care are taught to younger students by our school nurses.

## **Physical Education**

Physical Education classes are conducted for grades K-8 a minimum of two times weekly. The overall objective for all P.E. classes is to encourage a love of healthy activity. The emphasis in the primary grades is on perceptual-motor development. Fifth and sixth grades participate in lead-up games to develop physical, social, and lifetime skills in sports and fitness-related activities. The focus in seventh and eighth grades continues on physical fitness and lifetime activities. The program is developed through exploratory activities, individual and team sports, rhythm and dance, and self-testing activities.

The Presidential Fitness Test is administered each year. A field day is conducted each spring and students participate in community events as they.

## **Student Council**

The Student Council at St. Mark's Catholic School is organized for students in grades 5 through 8. The purpose of the organization is to provide an active student government, to establish favorable student/teacher relationships, to develop scholarship, to promote school loyalty and to develop potential leadership.

Throughout the year the Student Council sponsors several activities. Among these activities are the Red Ribbon Week, school store sales, and various fundraisers to benefit the School.

# **ASSESSMENT AND GRADING**

## **Reports of Student Progress**

Parents may access reports of student progress utilizing the parent portal of Rediker. This program enables parents to review their child's grades via a secure internet link. Access to student grading information is password protected. A separate account is established for each student. Grading information is updated weekly.

Report cards detailing student progress are made available at the end of each quarter. Progress reports can be viewed at the midpoint of each grading period electronically via the Rediker website. If you do not have computer access, a hard copy of the progress report can be obtained through the school office.

## **Assessment Program**

St. Mark's School offers a comprehensive series of assessments to assist students in their learning. Aside from the traditional evaluation and assessment practices found within each classroom, the following school and statewide assessments are conducted:

- CBM's – Curriculum Based Measures of reading fluency are conducted at least two times per year and administered by our reading specialist. This information tells at what rate the student is reading and how accurately they are decoding what they are reading.
- IRI - The Idaho Reading Indicator is given to kindergarten through third grade in the fall, winter and spring. This assessment, administered by our reading specialist, is given statewide to determine whether students are reading at grade level (3), slightly below grade level (2), or below grade level (1). The IRI measures phonemic awareness, phonics, decoding, fluency and comprehension skills.
- MAP - The Measures of Academic Proficiency (MAP) test is a standardized achievement test for 2<sup>nd</sup> through 8<sup>th</sup> graders to determine student's progress according to state standards in three subject areas: Reading, Language Usage and Mathematics. The MAP is also used to measure student growth over time and to help identify specific area of emphasis for instruction. The MAP is administered in the fall and spring each year.
- STAR - A computerized reading level assessment used in conjunction with the school's Accelerated Reader program. STAR tests provide a range at which students are able to read independently.

# **PROBLEM RESOLUTION**

## **Grievance Policy**

Effective communication between home and school is one of the important goals of St. Mark's School. The sharing of relevant information between parents, students, and teachers is an important element in the decision-making process that leads to continued growth for our students. In order for good communication to occur, it should be based upon a strong sense of cooperation. Our interactions must be consistent with the ideals of charity and justice that are a large part of Catholic faith. Parents with a concern about their child's education have an obligation to their child and to themselves to contact the school.

## **Grievance Procedure**

- Initial contact should be made with your child's teacher. This provides you with the opportunity to discuss the problem and hear the teacher's explanation. Your questions and comments should be made in a calm, reasoned manner. This approach will most likely bring about cooperation, assistance, and ultimately, resolution of the problem. This approach will also set the stage for positive communication in the future. Please schedule classroom visits with your child's teacher. Teacher's time immediately before and after school is concentrated on the direct needs of the students. Scheduling a time with the teacher allows both parties to focus their respective energies on the task at hand.
- If the conference with the teacher does not result in a resolution of the problem to your satisfaction, contact the principal and make an appointment to share your concern. At the time of your call, provide a concise explanation of your concern. A meeting will be scheduled at the earliest possible time. A response to your concern by the principal should occur within a one-week period of time.
- If the concern remains unresolved, parents may request an appointment with the pastor of St. Mark's Parish. At the time of requesting the appointment, the parents are to inform the pastor in writing of the concern/problem at hand. Either the parents or pastor may request the presence of the principal at such a meeting.

## **Addressing the School Advisory Board**

The St. Mark's Catholic School Board is advisory to the Pastor and Principal. If you would like to address the Board, the principal or the school board chair must be contacted in order to be placed on the agenda. Parents should not expect that the Board would provide a forum for airing concerns that have not been placed on the agenda. The Principal and the Pastor make all final decisions on items to be placed on the agenda.

# **DISCIPLINE AND BEHAVIOR**

## **Discipline Policy and Goals**

St. Mark's School and its faculty shall utilize policies and procedures that have as their intent the fostering of student success through the development of self-discipline. Behavior stressing Christ-like conduct that facilitates the development of an excellent learning environment and student safety will be the expectation for each student. No student will be allowed to interfere with the educational process within the classroom (interfering with someone's learning or with the teacher's right to perform his/her job). Positive reinforcement will be an integral part of our discipline plan.

St. Mark's School asserts the following as its disciplinary goals:

- Develop an understanding of Christian values and put those values into practice either individually or as part of a group.
- Develop the ethical and moral decision making skills of all students.
- Provide a classroom and school environment that maximizes learning for all students.
- Provide for a safe environment both physically and emotionally for all students.
- Foster strong self-discipline skills that encourage student's academic and moral development.

- Although one of the main focuses of the school's discipline plan is use of positive reinforcement, other consequences may also be used for those students who choose to act inappropriately.

### **Consequences – Minor Disciplinary Offenses**

Consequences for inappropriate behavior may vary from class to class. Consequences may include having students complete a refocus sheet or loss of recess or some privilege. Other minor infractions of the expectations for students may result in the student serving an after school detention.

The detention of a student after school hours may occur if the following conditions apply:

- the student's behavior has been inappropriate or is of a repeated nature,
- an after school detention is a reasonable, appropriate consequence, and
- parents have been notified via telephone or written communication that their child will be detained after school.

Students detained after school hours will be closely and properly supervised. Students are expected to serve a detention on the assigned date. Failure to serve a detention will be a major disciplinary offense and invites the possibility of suspension or expulsion. The serving of a detention will take precedence over extracurricular activities or sporting events. In the event a detention is assigned to a student, a form will be sent home to be signed and returned the next day. This form will include the staff member's signature and a brief explanation of the infraction. It is the student's responsibility to see that a parent or guardian sign the detention form so that it can be returned the next day.

Upon a third detention in a given semester, or earlier should the situation warrant, a conference with the parent(s), student, teacher, and principal will take place. Outcomes of the conference may include but are not limited to the following: development of a social contract or action plan for improvement by the student, recommendations for additional evaluation, and probation for a particular period. Students may also be restricted from extracurricular activities during the terms of probation.

Students receiving subsequent detentions may receive the following consequence: In-School Suspension, Out of School Suspension or Expulsion.

### **Consequences - Major Disciplinary Offenses**

Any student suspended as the result of a major disciplinary offense will be placed on a thirty (30) day probationary period. Terms of the probation will be discussed at the time of the parent conference. The following are examples of major disciplinary offenses and may be grounds for suspension or expulsion:

- Possession of a weapon, explosive, or other hazardous object.
- Possession or use of any controlled substance, tobacco, alcoholic beverage, or type of intoxicant.
- Causing, attempting to cause, or threatening physical injury to another person.
- Abusive or sexually harassing language or actions towards others.
- Repeated failure to adhere to school rules.
- Causing or attempting to cause damage to school property or the property of others.
- Any action that places St. Mark's students or faculty in danger.
- Continued willful disobedience/defiance of authority.

- Physical, emotional or cyber bullying
- Truancy – absences without parent/teacher approval.

A second major disciplinary offense will result in a 3-5 day out-of-school suspension or expulsion from school.

### **Suspension/Expulsion Policy**

Any student involved in a major disciplinary offense will automatically incur a 1-3 day suspension from school and from extracurricular activities. Based upon the severity of the offense, a determination will be made as to the type and duration of any suspension or expulsion that may be deemed necessary. It will be the responsibility of the principal or his/her designee to make such determinations. A parent conference will be required in order for the student to be reinstated.

### **Cyber Bullying**

Cyber or Online bullying is the use of electronic information and communication devices such as e-mail, instant messaging, text messages, blogs, cell phones, pagers, or social networking sites such as Facebook and Twitter to bully, intimidate or otherwise harass an individual or group through personal attacks or other means, and it may constitute a computer crime. Cyber bullying is willful and involves recurring or repeated harm inflicted through the medium of electronic text.

### **Substance Abuse and Tobacco Policy**

It is the policy of St. Mark's Catholic School to prevent and prohibit the possession, use, sale, distribution, and/or intent to distribute any illegal or controlled mood-altering chemical, medication (except medications distributed to individual students through the office with parent and physician permission), look-alike drug, abused chemical, inhalant, or tobacco, by any student.

## ***EMERGENCY PLAN/SCHOOL CLOSURES***

### **Emergency Plan**

An emergency plan describing procedures to be followed in the event of certain emergency situations is located and available for review in the school office. If severe weather conditions should dictate the cancellation of school, as much prior notice as possible will be provided via local television and radio stations that provide such notification. Notification to parents via the telephone, texting or email can all be done by Rediker in the event of an emergency situation. Additional notification may be available via the school's website and Facebook page.

### **Emergency Lockdown**

If St. Mark's School is notified of a need for a lockdown by the local law enforcement officials, the following procedures will be in effect:

- All exterior doors to the school will be closed and locked for the duration of the emergency situation.
- No additional exit or entrance to the facility will be permitted by parents, visitors, or students.

- Should the lockdown extend past the regular school day, students will remain in the school until an all-clear authorization comes from the law enforcement agency in command.
- School personnel will be responsible for monitoring the entrance access areas of the building during any lockdown to help insure internal security with our students. Should access be restricted to the immediate school site, the alternate site to wait for the all-clear notification will be St. Mark's Parish at 7960 Northview Street.
- Parents will be notified as soon as possible and when it is safest to do so.

### **Emergency Phone Numbers**

Emergency forms are kept on file in the office with contact information in the event a parent/guardian cannot be reached in case of an illness or injury. It is important that the information be kept current.

### **Fire Drills and Lockdown Drills**

It is imperative that regular fire drills and lockdown drills be practiced to reduce the possibility of students and staff becoming unnecessary victims in a crisis. Frequent drills help ensure that responses by public safety officials are well thought out and appropriate and that staff and students know what their responsibilities are during a crisis. St. Mark's Catholic school is committed to monthly fire drills and quarterly lockdown drills.

## **HEALTH AND SAFETY**

### **Urgent Health, Injury, or Illness Needs**

The office staff and school nurses (when on site) will administer basic first aid only. If your child becomes ill or is seriously injured, he/she will be cared for temporarily by a staff member and you will be notified. If you cannot be located, we will contact 911 and authorize emergency care. Please update information on Rediker when there is a change in your current home, cell or business telephone numbers.

It is vitally important that the school have the name of another party to call in case of illness or injury if you cannot be contacted. In a life-threatening situation, school personnel will: (1) call 911, (2) notify the parent. If you leave town and someone else is caring for your children, please send the pertinent contact information to the school office.

### **Communicable Illnesses**

The decision to keep a child home from school can be a difficult one; however, certain conditions should warrant keeping a student at home including vomiting, diarrhea, and a high fever of 100°F or greater or severe flu symptoms. If a child is kept out of school for three or more days, a doctor's release will be required before the student may return to class. Good hand washing is encouraged to prevent the spread of communicable illnesses to students and staff.

### **Head Lice**

St. Mark's Catholic School has a "no nit" policy for head lice. If your child has been treated for head lice, he/she must be checked in the school office before being re-admitted to class. Please notify the School Nurse if head lice have been noticed. Strict confidentiality will be maintained by school staff.

## **Immunization Information**

Every child enrolled in Kindergarten through grade 12 of any Idaho public, private, or parochial school must have a record of immunization, by month and year, recorded in the child's permanent record file. An immunization record and/or statement signed by a licensed physician or his/her representative are the only legal proof of a child's immunization. This record or statement must reflect the type of vaccine and the number and dates of each immunization that the child has received. Exemptions from immunizations are allowed for medical, religious, or personal reasons, but must be cleared through the School Nurse. In the event of an outbreak, children with the immunization exemption will be excluded from school until the State Department of Health has determined the threat has passed. Please make sure your child is immunized according to Idaho law. For the protection of all our students and in accordance with State law, no child will be admitted into a classroom without proof of immunization.

## **Medicine**

For students requiring prescription medication at school, a parent/guardian must bring the original prescription bottle (with prescription attached) to the school office and sign a medication authorization form which will be placed on file. If a student is to receive an over-the-counter medication (i.e. Tylenol, Advil) at school, a parent/guardian must complete a Medication Authorization form found on the school's website. **Parents should deliver all medications to the school office immediately upon arrival at school.**

# ***OPERATIONS, ACTIVITIES AND EVENTS***

## **Electronic Devices**

Utilization of cell phones, iPods, headphones or other electronic devices without the explicit permission of the teacher or administration during the course of the school day is strictly prohibited. Any such device brought on the premises by a student must remain off during the school day and stored in their backpack or given to their teacher.

Any such device will be seized and taken to the Principal's office if found being used. Seized devices must be obtained after school from the Principal. If there is an additional violation, the parent will be required to pick up the device at the school office.

## **Items from Home**

Students should not bring toys or other non-school-related items to school. Such items can be a disturbance and distract from the educational program within the classroom and on the playground.

## **Birthdays**

Birthday celebrations in the classroom are to be scheduled in advance and are at the teacher's discretion. Allergy-free treats may be necessary. Please do not send invitations for parties, etc. with your child for distribution at school.

## Visitors/Volunteers

Visitors/Volunteers (including parents) must report to the school office and obtain a visitor's pass. Please schedule classroom visits with your child's teacher. Teacher's time immediately before and after school is concentrated on the direct needs of the students. Scheduling a time with the teacher allows both parties to focus their respective energies on the task at hand. Check in, dismissal of students, or transporting of materials to students during class time will be handled through the office.

**All volunteers must have the Safe Environment Workshop (SEW) and a Diocesan background check (a new background check is required every five years) in order to volunteer at the school. An initial Workshop must be attended and then an annual online renewal must be completed prior to volunteering.**

## Athletic Programs

**TVCS** - St. Mark's Catholic School offers a variety of athletic programs for our students. In cooperation with area Catholic schools, 6<sup>th</sup>-8<sup>th</sup> graders may participate and compete on Treasure Valley Catholic Schools (TVCS) sports teams. Teams compete in the Inter Valley League Junior High Conference in cross country, football, volleyball, basketball, tennis, track and field and golf. Sixth graders may only compete in cross-country, wrestling, tennis, track and field and golf.

In order for students to participate in TVCS athletics they must have a physical exam, a medical release, fees paid and a permission form on file with the TVCS athletic director. There are standard fees for each athletic team.

More information about TVCS Athletics is available at:

<https://sites.google.com/a/sacredheartboise.com/tvcs-athletics-treasure-valley-catholic-schools/>.

**Coming soon - Middle School TVCS band** (more information coming in the Fall).

## Other Programs –

Students in grades 7 and 8 may compete in the annual Hallissey Basketball Tournament in February.

Students in grades 5 and 6 have the opportunity to participate in St. Mark's basketball program that includes competing against area Catholic schools. The focus of the program is participation and fundamental skill development.

Students in grades 4 – 6 may participate in the Holy Spirit Basketball tournament held in Pocatello, Idaho each spring.

T-Ball teams in grades K-3 are formed in the spring with details provided in Friday Facts.

Students must be academically eligible to compete in St. Mark's Catholic School athletics programs. **Please see appendix C for St. Mark's Academic Eligibility Agreement.**

For safety reasons, student spectators may not watch practices unless accompanied by an adult. Coaches are not responsible for supervision of spectators.

## **Field Trips**

During the year there may be occasions in which classes may benefit from school sponsored excursions to locations away from the school grounds. In the event of a field trip being arranged for your child, you will be notified via a Parental/Guardian Consent Form/Liability Waiver which **MUST BE SIGNED AND RETURNED AT LEAST TWO DAYS PRIOR TO ANY STUDENT'S DEPARTURE ON A FIELD TRIP.** With each scheduled field trip a Parental Consent Form will be issued. No student will be allowed to participate in a field trip away from St. Mark's Catholic School without a signed form for each field trip to be taken.

## **Field Trip Medical Information Form**

In accordance with the Roman Catholic Diocese of Boise's field trip policy, every student must have on file a Medical Information Form. This form is filled out one time per year. It is important that any changes in the information contained in the form be communicated to the school office.

## **Field Trip Drivers**

Parents - please note that if you are driving for a field trip, we need your cooperation in following these guidelines:

- All drivers must complete and submit to the office a Diocese of Boise Driver Information Sheet. This form is available in the school office or on the school's website.
- **ALL VOLUNTEERS MUST HAVE COMPLETED THE SAFE ENVIRONMENT WORKSHOP and A DIOCESAN BACKGROUND CHECK.**
- Drivers must be at least 21 years of age, have a current Idaho driver's license, and automobile insurance coverage with at least \$100,000 per person/\$300,000 per accident liability limits. The above liability limits are required by the Diocese of Boise. It is required that field trip drivers also maintain medical coverage of \$100,000 per person to cover their passengers.
- A copy of your driver's license and insurance coverage must be on file in the school office. We need a copy of the actual policy reflecting your coverage limits, not just the proof of insurance which you are required to keep in your vehicle.
- Transportation is to be provided in accordance with the purposes of the field trip. Travel must be to and from the field trip location. **NO SIDE EXCURSIONS OR TREAT STOPS ARE ALLOWED.**

## **Library Policies**

St. Mark's library will be open all day every day during the week. The library is staffed by a librarian and volunteers.

- Students in grades K-2 are allowed to check out one book at a time. Students in grades 3-8 are allowed to check out two books at a time.
- Books may be kept for one week.
- Teachers will be given a weekly list of students with overdue books. If a student has any overdue books, he/she may not check out additional material until the books are returned.
- If a book should be lost, the student should notify the librarians and a thorough search of the shelves will be made. If the book cannot be found, the student will be informed of the replacement cost. Lost books may be replaced either by purchasing a new copy of the book or

by paying the replacement cost. If your child feels that he/she returned a book that we list as missing, please have your child speak with the librarian.

- Disruptive behavior in the library will not be tolerated and offending students will be denied library privileges.

## **Computers**

Students are provided opportunities to develop competencies to achieve technology's full benefits. This is done in conjunction with our total school program, not apart from it. Technology is used to enhance students' physical and social developmental experiences, critical thinking, problem solving, knowledge acquisition, development and application of skills, and moral decision making. Computers are available to students in the computer lab, classrooms, and with a wireless lab of Chromebooks. Each student is required to follow the expectation as outlined in their Computer/Network Contract which works to insure that the use of computers at school will be restricted to the legitimate education purposes for which they are intended. The Computer/Network Contract is found in **Appendix B**.

## **Asbestos**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act, referred to as AHERA. Part of the requirements was that every school be inspected for the presence of asbestos in any of the building materials. The reason for this is that there is evidence that asbestos may be a health hazard under certain conditions and above certain amounts. Since the primary danger is from the inhalation of the very small fibers, the most concern is with the asbestos that can become airborne easily; but even hard substances e.g., floor tiles can emit fine particles under certain conditions (like sanding or drilling) and therefore, all asbestos was searched out.

St. Mark's School has a detailed management plan that is in compliance with Environmental Protection Agency (EPA) regulation regarding asbestos. As part of the management plan, we conduct regular inspections of our facility to continue to ensure safe conditions. As per EPA regulations, a notification to parents/patrons regarding our asbestos management plan is done on an annual basis.

## ***UNWRITTEN REGULATIONS***

This handbook is limited in its content. Emphasis has been placed on those areas deemed most informative and necessary to the students, parents, and personnel of St. Mark's Catholic School at the present time. It is impossible to anticipate every situation that might arise in the future. Situations that detract or disrupt the educational process or that detract from the dignity of St. Mark's Catholic School or the individuals associated with the school will be held to be unacceptable even though not explicitly prohibited in this handbook.

**The school and its administration reserve the right to amend this handbook for just cause.**

Prompt notification of any changes will be given to parents should this occur.

# **APPENDICES**

<b><i>Appendix A</i></b>	<b><i>Uniform Dress Code</i></b>
<b><i>Appendix B</i></b>	<b><i>Network/Computer Contract</i></b>
<b><i>Appendix C</i></b>	<b><i>G Suite for Education Permission</i></b>
<b><i>Appendix D</i></b>	<b><i>Academic Eligibility Agreement</i></b>
<b><i>Appendix E</i></b>	<b><i>18-19 School Calendar</i></b>
<b><i>Appendix F</i></b>	<b><i>Handbook Receipt</i></b>

## 2018-2019 UNIFORM DRESS CODE

**PURPOSE:** The dress code at St. Mark's School is to help provide a safe learning environment that emphasizes the dignity of each student as well as developing pride in the school. It allows the student to focus on academics rather than on dress. It helps eliminate competition for expensive and/or fad clothing. The school's dress code also serves to develop healthy attitudes regarding Christian modesty. Compliance with the dress code is an expectation of each student attending St. Mark's School. *Parents, guardians, students, teachers, and staff must be knowledgeable and supportive of the school's dress code.*

**WHERE TO PURCHASE:** Uniform items included in St. Mark's Uniform Dress Code may be obtained from our preferred supplier at Educational Outfitters of Boise, 595 S. Americana Blvd., Boise, ID 83702, [www.educationaloutfitters.com/boise](http://www.educationaloutfitters.com/boise).

Many stores have uniform sections including J. C. Penney, Land's End, Dennis Uniform, Gap and others. All uniform items purchased must be uniform-style and **EXACTLY** the same as those verified at our preferred supplier. **WHEN PURCHASING ANY UNIFORM ITEM, remember to refer to this Uniform Dress Code before purchasing items, as not all items in a store's uniform section are part of our dress code.** A limited number of used uniforms are available through the uniform exchange at the school. Navy or Columbia blue polo shirts for sixth, seventh and eighth grades (Middle School) may be purchased and sweatshirts and spirit shirts must be purchased at the Online Spirit Store at <http://gts.tuosystems.com/stores/smcs>. Middle School shirts not purchased through Online Spirit Store must be embroidered/screen printed with St. Mark's School logo at Educational Outfitters for a minimal fee. *Please feel free to call the office if a particular item of clothing is in question or if you have any other special concerns.*

**ENFORCEMENT:** Classroom teachers and school staff will enforce the dress code. On a student's first violation, a verbal warning will be given to the student. Additional infractions will result in a lunch detention to be served on the day of the infraction. Parents may be called for appropriate clothing to be brought to school for the student to change in to. Under all instances, interpretation of the Uniform Dress Code is at the discretion of the Principal.

### **STUDENTS' OVERALL APPEARANCE**

- Clothing must be clean, hemmed, pressed, and free of holes or rips.
- Sweatpants, athletic pants and athletic shorts are not allowed to be worn on Spirit or Free Dress Days.
- Leggings are only allowed under a jumper or skirt that is 3" above the knee.
- Hair styles should not become a distraction to the learning environment for the individual or for others. Hair must be clean, neat, trimmed and kept out of the face. Unnatural artificial hair coloring, extreme haircuts and extreme hair bleaching or dying are not allowed. Male students' hair should be cut above earlobes and should be off of the collar.
- Hair wraps and beading are not allowed. Bows and hair accessories must be navy, white or school plaid.
- Good personal hygiene must be practiced.
- Hats, caps, bandanas, and scarves are not to be worn inside the buildings.
- Body piercing, tattoos, and facial hair are unacceptable.
- Ear piercing is okay for girls only. Only studs may be worn, no loop or dangly earrings. Jewelry should be worn in moderation and in good taste. Excessive jewelry and ornamentation is not acceptable.
- Modestly painted fingernails for girls only.
- Minimal makeup is allowed for girls in the 7<sup>th</sup> and 8<sup>th</sup> grades only.
- Particular fashion or trendy items may be declared unacceptable if they are not in line with the philosophy of St. Mark's School.

- If a student grows out of a uniform item before the end of the school year, St. Mark's is willing to trade that item from our Uniform Exchange supply if the size needed is available.

### Daily Dress

**SHIRTS:** Must have a collar, turtleneck, or mock turtleneck and must have sleeves (no sleeveless shirts or long-sleeve T-shirts). Length of shirt must be long enough to be tucked in at all times, including lunch and recess (3" longer than the waistband to ensure that it stays tucked in). No visible layering of shirts. **NO LABEL, LOGO OR SYMBOL INDICATING BRAND**

***K-5<sup>th</sup>:*** White.

***6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>:*** White, navy or Columbia blue polo shirt with "Saint Mark's School" logo embroidered or screen printed. All shirts should fit properly, no tight or short shirts are allowed.

### **SWEATSHIRTS:**

***K-5<sup>th</sup>:*** St. Mark's navy or Columbia blue sweatshirts, crew or hoodie. Must have collared uniform shirt underneath. **Non-uniform sweatshirts/hoodies are not allowed in classrooms or at Student Body Mass.** Uniform sweatshirts are only available for purchase through the Online Spirit Store or Educational Outfitters.

***6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>:*** St. Mark's navy or Columbia blue sweatshirts, crew, hoodie or ¼ zip. **Non-uniform sweatshirts/hoodies are not allowed in classrooms or at Student Body Mass.** Uniform sweatshirts are only available for purchase through the Online Spirit Store or Educational Outfitters.

**VESTS AND CARDIGANS:** Navy blue or red, zipper or button up. No hoods, logos or symbols. Must be purchased at Educational Outfitters.

**FULL ZIP JACKET:** Navy blue with school logo. Must be purchased at Educational Outfitter.

**PANTS:** Twill or corduroy uniform dress pants must be the classic uniform style dress pants. Pants should have slash style pockets. **Not allowed:** cargo, oversize, baggy, low or midrise, hip-huggers, bell-bottoms, flares, knit, leggings, skinny or tight-fitting, elastic waist or ankles, rivets, extra zippers, back sewn-on pockets, or overly faded pants. No longer than the top of the foot. **NO PATCH POCKETS ON FRONT OR BACK. NO LABEL, LOGO OR SYMBOL INDICATING BRAND.** Pants may not be tucked into dress boots.

***K-5<sup>th</sup>:*** Navy blue.

***6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>:*** Navy blue or khaki.

**SHORTS:** Twill uniform walking length shorts, must be the same style of classic uniform walking shorts, without extra trendy embellishments. **Worn in the spring and fall at principal's discretion. No shorter than 3" above the kneecap**, and nothing below the kneecap. No shorts allowed at Student Body Mass. **NO LABEL, LOGO OR SYMBOL INDICATING BRAND.**

***K-5<sup>th</sup>:*** Navy blue.

***6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>:*** Navy blue or khaki.

**CAPRIS:** Girls only, classic uniform style, no knit or skinny legs, must be mid-calf without cuff, rolled up or drawstring legs. **Worn in the spring and fall at principal's discretion.**

***K-5<sup>th</sup>:*** Navy blue.

***6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>:*** Navy blue or khaki.

### **JUMPERS:**

***K-5<sup>th</sup>:*** School Dunbar plaid 100% polyester (not poly/cotton) four-button bibbed, v-neck and knife-pleated. **No shorter than 3" above the kneecap.**

**SKORT:**(front and back look like skirt, shorts underneath)

**K-5<sup>th</sup>:** School Dunbar plaid 100% polyester (not poly/cotton). **No shorter than 3” above the kneecap.**

**SKIRTS:**

**6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>:** Navy blue or Khaki twill pleated. **No shorter than 3” above the kneecap.**

**BELTS:**

**6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>:** Belts are required for Grades 6, 7 and 8. Belts are to be solid black, brown, tan or navy blue leather or faux, free of embellishments, must have standard buckle.

**SHOES:** Shoes should be sturdy and safe. Dress shoes and boots in white, navy, brown, gray, or black with low heels and heel enclosure or back strap are permitted. Athletic shoes (**no lights, glitter or fluorescent colors**) are acceptable any day. Athletic shoes are required on P.E. days. Shoes with laces must be tied at all times and laces must match the main color of the shoes. Sandals allowed, but must have back straps. Flip-flops, cowboy boots, slippers and cleats are considered unsafe and are not acceptable. Snow/rain boots (ie. Uggs) may be worn on rainy or snowy days only and must be removed in the classroom. If you question if shoes are acceptable, please contact the School Office.

**SOCKS/TIGHTS:** Solid color socks are required every day and must be solid white, black or navy blue. Elite or similar socks are not allowed. Tights must be solid navy blue or white. **Footless tights (plain, without lace, etc.) must be solid navy blue or white and reach the ankle and must be worn with matching color socks.**

**K-5<sup>th</sup>:** Solid color socks must be white, black or navy blue.

**6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>:** Solid color socks must be white, black or navy blue.

**SPIRIT DAYS**

Students are required to be in uniform, except for special days on which non-uniform dress is permitted or on official meeting days for Scouts. One day each month is designated as a free Spirit Day and an optional \$1.00 Spirit Day will be held each month. On Spirit Day, students may wear jeans or solid colored shorts (seasonal) in good condition, a St. Mark’s spirit T-shirt and a St. Mark’s sweatshirt. Students must continue to follow Students’ Overall Appearance Guidelines on Spirit Days. Spirit wear (sweatshirts and spirit shirts) must be purchased at the Online Spirit Store at <http://gts.tuosystems.com/stores/smcs>.

**MASS DRESS**

**Shorts and hoodies are never allowed at Student Body Mass.**

**Boys-** A clean, white, button down dress shirt with a school plaid (available at Educational Outfitters) or navy tie (available for purchase in the School Office) must be worn on Mass days. Navy or red sweaters or cardigans may be worn along with the shirt and tie. Uniform pants in navy or khaki (grade-level appropriate) must also be worn.

**Girls-** A clean, white, button down blouse must be worn on Mass days. Girls may wear a St. Mark’s uniform (Dunbar plaid) or navy crossover tie. Navy or red sweaters or cardigans are also allowed. Uniform pants in navy or khaki or jumper, skort or skirt (grade-level appropriate) must also be worn.

**TVCS GAME DAY DRESS**

Special dress promotes the activity and helps give the players a sense of ownership to the team. Players will be allowed to dress up on game days. The dress code is as follows:

**Boys-** may wear nice khakis or slacks with a dress shirt and tie. Game jerseys are allowed to be worn over shirts and ties.

**Girls-** may wear a nice dress or skirt with an appropriate blouse. Game jerseys are allowed to be worn over blouse or dress.

Further guidelines for Game Day Dress are up to the discretion of principal.

Appearance must be neat, clean and respectable, following the Students’ Overall Appearance guidelines.

## St. Mark's Computer Contract

Student use of the computers and the internet at St. Mark's School is a privilege. The computers will be used only for educational purposes. By using the computers I agree to the following:

### When I use any of the computers at St. Mark's, I will:

- take care of the computer hardware
- use it only for educational purposes
- work on what was assigned or on what I was asked to work on.
- log on to the computer network with **my** username and password and log off when I'm done.
- save only in my folder on the network.
- keep my password a secret and turn away when someone is typing a password
- print only what I need for my assignment.
- Ask for help when I have a question or a problem

### When I use any of the computers at St. Mark's, I will not:

- have food or drink by any computer.
- use a computer that is already logged on.
- bring any software from home.
- check my personal e-mail.
- Change the desktop settings on any computer.

### When I use the internet I will:

- use it only for educational purposes.
- only visit sites that I need for class assignments.
- tell my teacher about anything I come across that makes me feel uncomfortable.

### When I use the internet I will not:

- give out personal information.
- download files without permission.
- check my personal e-mail.

### When I bring a disk or travel drive to school I will:

- Bring it to my teacher for virus scanning before I use it.

**If I do not follow any of the above I will lose computer privileges for the length of time decided on by my teacher and the computer administrator.**

Dear Parents/Guardians,

Saint Mark's Catholic School recognizes that technology and Internet resources offer a wide variety of educational opportunities and tools that can enhance learning. G Suite for Education is one of the important tools utilized by teachers and students to help students succeed. This is the same Suite used by Bishop Kelly and other local Catholic schools. Use of G Suite is at the discretion of the classroom teacher and will only be used when appropriate for the student's grade level and learning objective. We are very excited about the possibilities that G Suite offers students and teachers in the classroom as we strive to provide our students with 21st Century skills.

Saint Mark's G Suite for Education domain (stmarksschoolboise.com) is different from a personal Google account and is NOT open to the public. It is a safe and secure "self-contained" cloud-based system that is unique to our domain. Features typically available to personal Google accounts like video chat, personal profiles and social networking will NOT be accessible to our students. Teachers and parents will have the ability to monitor everything that a student does within G Suite. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following Google services will be available to each student and hosted by Google as part of Saint Mark's G Suite for Education:

- **Gmail:** A private email address that can only be used to send and receive email for specific teacher directed projects and communication.
  
- **Drive:** A secure online space where students will store all of their digital work. In Google Drive students can create Google Docs, Google Sheets, Google presentations using Slides, Google Drawings, and they are all stored on the web. Anywhere students have access to the internet, they can access their work. Students will be able to work on projects at school and at home. Applications in Google Drive can be shared for collaboration.
  
- **Calendar:** An individual calendar providing the ability to organize schedules, daily activities, and assignments.
  
- **Classroom:** Classroom is designed to help teachers create and collect assignments paperlessly, including time-saving features like the ability to automatically make a copy of a Google Document for each student. It also creates Drive folders for each assignment and for each student to help keep everyone organized.
  
- **Selected Apps:** Selected apps will be available to students when requested by teachers and when safe, and appropriate.

Student use of G Suite for Education is governed by Saint Mark's Technology Safe Use Agreement. Students are responsible for their own conduct at all times when using G Suite for Education, just as they are when they use any technology resources the school offers. Students retain the intellectual property rights of any work that they create and store on the Google Drive. There are no ads in G Suite for Education. Google will

not sell data to third parties nor will they share information in G Suite with third parties except if required to do so by law.

Saint Mark's encourages all parents to share in the G Suite for Education experience by logging in with your child to see the types of activities and educational experiences that are offered.

### **Saint Mark's Permission Form for G Suite for Education**

By signing below, I confirm that I have read and understand the following:

- G Suite for Education runs on an Internet domain purchased and owned by St. Mark's School and is intended for educational use only.
  
- By default, advertising is turned off for the school's G Suite for Education domain. No personal student information is collected for commercial purposes.
  
- Students will only be able to send and receive email from teachers and other students in their class(es). Using email will be at the discretion of the teacher. All outside email is blocked. (Exceptions would require separate parent/guardian approval for programs requiring students to email outside of the of the SMK domain.)
  
- Students have no expectation of privacy on the G Suite system. School staff, and administrators all have access to student email for monitoring purposes.
  
- Access to and use of G Suite for Education is considered a privilege and is at the discretion of St. Mark's School. St. Mark's maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe violations of law or school policies have occurred.

By signing the handbook receipt, I give permission for my child to be assigned a St. Mark's G Suite for Education account. This means my child will receive a restricted email account and access to G Suite for Education. I understand that I may ask for my child's account to be removed at any time.

### **Technology use by Saint Mark's Catholic School is governed by federal laws including:**

Children's Internet Protection Act (CIPA) <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

Children's Online Privacy Protection Act (COPPA) <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions> COPPA applies to commercial companies and limits their ability to collect personal information from children under 13.

Family Educational Rights and Privacy Act (FERPA)  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **St. Mark's Academic Eligibility Agreement**

St. Mark's is blessed to have many extra-curricular activities available to our student body; TVCS sports and dances, the Hallissey and Holy Spirit Basketball tournaments, etc. Of course, academics come first at St. Mark's and eligibility requirements have been established to ensure our students are in good academic and behavioral standing to participate in extra-curricular activities. Students are responsible for knowing their academic standing by regularly checking Rediker.

**In order for a student to be in good academic standing they must:**

1. Not have a D or F in any course
2. Be present at school on the day of the event for a minimum of 4 hours
3. Not have any severe behavioral incidents

**If a student is not in good standing for athletics:**

1. They will receive a written and verbal warning from their homeroom teacher. Coach/Leader will be notified. The student will have two weeks to be in good standing and remain eligible.
2. If a student remains in poor standing after the initial warning, they will have two weeks to be in good standing. They will be allowed to practice/attend meetings, but **will not be** able to play/participate in the event until they have a C average in each class.
3. After the 2<sup>nd</sup> two week warning, if the student still remains in poor standing, the student will not be able to practice or participate in any way for the remainder of the season.

**If a student is not in good standing for events/activities:**

1. Student will receive a verbal notification one week before the event is scheduled from their homeroom teacher.
2. If grades are not improved two days before the event, student will not be able to participate. Parents will be notified.

**St. Mark's School**  
**\*\*2018-2019 Calendar (Grades Preschool – 8)\*\***

5/2018

August 8 (Wed.)	Office Opens
August 13 (Mon.)	First Day of 7 <sup>th</sup> /8 <sup>th</sup> Grade TVCS Fall Practices
August 15 (Wed.)	Teachers Return
August 16 (Thurs.)	Staff CPR/Medication Training, 1:00-3:00 p.m.
August 18 (Sat.)	Back to School BBQ after 5:00 Mass
August 20 (Mon.)	First Day of School for Grades 1-8 – <b>Half Day of School</b>
August 22 (Wed.)	First School Mass @ 8:30 a.m.
August 22 (Wed.)	Preschool and Kindergarten First Day of School – <b>Noon Dismissal</b>
September 3 (Mon.)	Labor Day – <b>No School</b>
September 4 (Tues.)	Back to School Night (Parents only) @ 6:30 p.m. in Auditorium
September 10-14 (Mon.-Fri.)	Fall MAP Testing
September 17-21 (Mon.-Fri.)	Fall MAP Testing
September 21 (Fri.)	Progress Reports Issued on Rediker – <b>Full Day of School</b>
September 28 (Fri.)	Individual Student Photos
October 5 (Fri.)	Catholic Schools In-Service Day – <b>No School</b>
October 19 (Fri.)	End of First Quarter – <b>Noon Dismissal</b>
October 22-26 (Mon.-Fri.)	6 <sup>th</sup> Grade MOSS
October 23-31 (Tues.-Wed.)	Red Ribbon Week
October 27 (Sat.)	Annual Dinner Auction
November 1 (Thurs.)	Parent/Teacher Conferences (4:00-8:00 p.m.) – <b>Full Day of School</b>
November 2 (Fri.)	Parent/Teacher Conferences (8:00 a.m.-Noon) – <b>No School</b>
November 10 (Sat.)	Rake Up Boise
November 10 (Sat.)	First Reconciliation Retreat
November 17 (Sat.)	First Reconciliation
November 16 (Fri.)	Progress Reports Issued on Rediker – <b>Full Day of School</b>
November 21-23 (Wed.-Fri.)	Thanksgiving Break – <b>No School</b>
December 21 (Fri.)	End of First Semester – <b>Full Day of School</b>
December 24-January 7 (Mon.-Mon.)	Christmas Break – <b>No School</b>
January 7 (Mon.)	Teacher Inservice
January 8 (Tues.)	School Resumes
January 21 (Mon.)	Martin Luther King, Jr. Day – <b>No School</b>
January 27-February 2 (Sun.-Sat.)	Catholic Schools Week
February 8 (Fri.)	Progress Reports Issued on Rediker – <b>Full Day of School</b>
February 15 (Fri.)	Teacher In-Service Day (Full Contract Day) – <b>No School</b>
February 15-17 (Fri.-Sun.)	Hallsiey Basketball Tournament (Grades 7 & 8)
February 18 (Mon.)	Presidents' Day - <b>No School</b>
February 21 (Thurs.)	Class Photos
March 15 (Fri.)	End of Third Quarter – <b>Noon Dismissal</b> (Full Contract Day)
March 15-17 (Fri.-Sun.)	Holy Spirit Basketball in Pocatello (Grades, 4, 5 & 6)
March 18-22 (Fri.-Sun.)	Spring Break – <b>No School</b>
April 19 (Fri.)	Good Friday – <b>No School</b>
April 21 (Sun.)	Easter
April 22 (Mon.)	Easter Monday – <b>No School</b>

April 15-18 (Mon.-Thurs.).....Spring MAP Testing  
April 23-26 (Tues.-Fri.) .....Spring MAP Testing  
April 26 (Fri.).....Progress Reports Issued on Rediker – **Full Day of School**  
April 27 (Sat.) .....First Communion Retreat  
May 5 (Sun.) .....First Communion @ 8:30 & 11:00 a.m. Masses  
May 27 (Mon.) .....Memorial Day – **No School**  
May 30 (Thurs.) .....Last Day of School (**11:00 a.m. Dismissal**)  
May 31 (Fri.).....Teacher’s Last Day (In-Service)

**School begins each day, Monday-Thursday @ 8:00 a.m. Student Body Mass will be held each Wednesday we are in school @ 8:30 a.m. at the Church – First Student Body Mass is Wednesday, August 22.**

**Every Friday we are in school is an 8:30 a.m. Late Start – First Late Start Friday is Friday, August 24.**

**\*\*All times and dates are subject to change\*\***

**Acknowledgement and Receipt of the  
2018-2019 ST. MARK'S CATHOLIC SCHOOL  
Parent-Student Handbook**

We acknowledge that we have received a copy of the St. Mark's Catholic School Parent-Student Handbook. We understand that it contains important information on policies and procedures. We realize this handbook is not intended to cover every situation which may arise but is a general guide in which to refer.

We understand that it is our responsibility to familiarize ourselves with the information and that we agree with the policies and rules of the school.

We further understand and acknowledge that St. Mark's Catholic School may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion.

We acknowledge and understand that this Parent-Student Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Student Name(s): \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Student's Signature

Printed Parent Name: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Signature

**Please return this signed form to the office by August 20, 2018**